

Quick-Start Guide to Using the Office of Justice Programs Online Grants Management System

Step 1. Make three (3) computer files. See below.

VICTIM ASSISTANCE

File 1. **Administrative Funds** usage. State grantees choosing to use a portion of the award for administrative purposes must report the percentage/amount of the total grant that will be used for these purposes. (NOTE: This amount cannot exceed 5 percent of the award and should be expressed **only as a percentage** since final award amounts have not been determined.)

File 2. **Training Funds** usage. State grantees must submit to OVC a statement of the percent/amount of the total grant to be used for training. (NOTE: This amount cannot exceed 1 percent of the award and should be expressed **only as a percentage** since final award amounts have not been determined.)

File 3. **Certification of State Grantee Eligibility Requirements** statement. Each state grantee must provide written certification that it complies with and will comply with the requirements of Part II, State Grantee Eligibility Requirements, and will require subgrantee compliance with Part IV. Subgrantee Eligibility Requirements. These include the following:

- C Victim assistance grant funds will be used only to provide services to victims of crime, except for a maximum of 5 percent that may be used for administration and a maximum of 1 percent that may be used for training.
- C Victim assistance grants and administrative funds will not be used to supplant state and local public funds that would otherwise be available for crime victim services.
- C A minimum of 40 percent of the total grant will be awarded by giving 10 percent to each of 4 categories of crime victims: sexual assault, domestic violence, child abuse, and underserved. Underserved victims are designated by type of crime and are determined by the state grantee. This requirement may be waived if the state grantee can document to OVC the following:
 - A category of crime victims is currently receiving a significant amount of financial assistance from the state or other funding sources.
 - A smaller amount of financial assistance, or no assistance, is needed in the VOCA

victim assistance grant program.

- Crime rates have diminished for the particular type of crime.
- C Fund accounting, auditing, and other records as necessary will be maintained to assure fiscal control, proper fund management, and efficient disbursement of funds received under the VOCA victim assistance program.
- C OVC will be provided the name of a civil rights contact person who is responsible for ensuring that all applicable civil rights requirements are met and who will act as liaison in civil rights matters with the Office of Justice Programs, Office of Civil Rights.
- C No person on the grounds of race, color, religion, national origin, disability, or sex shall be excluded from participating in, or be denied the benefits of, or be subjected to discrimination under, or be denied employment in any undertaking funded in whole or in part with VOCA victim assistance grant funds.
- C Required programmatic and financial reports will be submitted on the use of VOCA victim assistance funds by OVC deadlines.
- C OVC and the cognizant agency will promptly be notified of any illegal acts or irregularities, and of proposed and actual actions, if any. Illegal acts and irregularities include conflicts of interest, falsification of records or reports, and misappropriation of funds or other assets.
- C State grantee and its subgrantees will comply with the applicable provisions of the *VOCA Final Program Guidelines VOCA FFY 1997 Victim Assistance Program*.
- C State grantees are required to assist OVC in implementing its responsibilities under the National Historic Preservation Act (NHPA). Specifically, the grantee will establish and maintain records when reviewing and considering any request for use of grant funds that involve proposed renovation work. Renovation work includes altering or otherwise improving the exterior or interior of a structure. This applies to proposed renovation work that is not only specifically funded with OVC victim assistance grant funds, but this requirement also applies if funded by the grantee or any third party as a prerequisite to accommodate the proposed use of the grant funds. The grantee must certify to OVC that the grantee has established and maintains records of any proposed renovation work on a structure that is less than 50 years old or 50 years and older. If the structure is determined to be less than 50 years old and this fact is documented in the grant file, no further action is required. If any portion of the structure is 50 years or older, the grantee is required to contact the State Compensation and Assistance Division Director at 202-307-5983 to

provide information needed for the NHPA consultation process. This may include assisting OVC to consult with the State Historic Preservation Officer and amending the proposed renovation work to avoid any potential adverse impact to the historic structure. The grantee assures not to fund any proposed renovation of a structure 50 years or older until the grantee has received written approval from OVC.

Step 2.

Using your established Internet account,* go to www.ojp.usdoj.gov/fundopps.htm. An online GMS Application Procedures Handbook is available on this page, and you may link directly to OJP's Grants Management System (GMS), which will provide online "help" screens.

Step 3.

Select "Logon to the Grants Management System (GMS)" to apply for OJP grant funding.

Step 4.

If you have never used GMS, click on "New User? Register Here" and follow the onscreen instructions to register with GMS. After you register, you must pick the FY 2004 Victim of Crime Act (VOCA) Crime Victim Assistance Grants Program solicitation and begin working on it so that your registration will be sent to the Office for Victims of Crime (OVC). You will receive confirmation through e-mail that you are eligible to submit an application. Confirmation may take up to 1 week.

If you are not a new user and have a GMS password, click on "Login." If your password has expired, you will receive an "Authentication Error" or "Unauthorized User" message. In this case, click on "Having Login Problems?" for assistance in updating your password.

Please Note: Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The **authorizing official** is the individual authorized to accept grant funds in your organization (e.g., executive director, attorney general, governor). If the individual applying online is not the signing authority, that individual must list the authorizing official's name and contact information where appropriate.

Step 5. (Must be completed by February 11, 2004.)

To submit your application online, complete the onscreen 424/Application for Federal Assistance. After submission, you will receive confirmation through e-mail that you are eligible to submit an application.

Step 6. (Must be completed by February 17, 2004.)

After receiving the confirmation e-mail described in Step 4, complete the online application, including

the three required file attachments. After submission of the finalized application, the online system will provide notification that the application has been received and sent to OVC. The GMS system will provide an application identification number for future reference. If you have any questions about GMS or need technical assistance when applying online, contact the GMS Hotline at 1-888-549-9901 or Linda Rost, OVC Grant Administrative Specialist, at telephone number 202-616-3304 or e-mail Rost@ojp.usdoj.gov.

*If you do not have an Internet account, call the GMS Hotline at 1-888-549-9901 for assistance.